



## Planning & Development Department BUILDING ACTIVITY APPLICATION PACKET



### **Licensing Timeframes – A.R.S. 11-1605**

As of September 13, 2013, residential, subdivision and commercial design-build permitting projects have been exempted from the above referenced statute. Commercial and industrial permitting projects continue to have two review phases – Administrative (performed at the point of intake) and Substantive involving technical review of the submittal plans and documents.

Depending on the permit type, there may be multiple areas and departments reviewing the plan submittal, i.e., Zoning Plan Review, Building Plan Review, Drainage Plan Review, Environmental Services, the Flood Control District, and/or the Department of Transportation. Once all areas have reviewed, any comments will be sent by email in a Combined Review format listing each area and the results or findings. The combined review cycle must be complete prior to any resubmittal.

Any review comments or requests for supplemental information will reference the applicable ordinance, regulation or code supporting the comment / request.

### **Fee Information**

- For residential projects, there is an online fee estimator to assist with planning / preparing for your project - <http://www.maricopa.gov/planning/Resources/Other/FeeSchedule.aspx>
- An upfront fee will be required upon acceptance.
- If the application / permit submittal is not approved on the initial review, full permit fees will be required at the time the revised submittal is accepted.
- Any remaining fee balance must be paid prior to permit issuance.
- If a permit application is denied, any unearned fees will be refunded.

### **Pre-Application Meetings**

- Commercial projects will require a Pre-Application meeting at a cost of \$350.00
  - (Excluding wireless cell tower facilities, tenant improvements and those projects that participated in the Pre-Application process during the entitlement or Planning phase).
- Residential projects with an open Code Enforcement Violation case may be required to have a Pre-Application meeting prior to accepting the application / submittal packet at a cost of \$150.
- Residential projects may choose to participate or schedule a Pre-Application meeting at a cost of \$50.

### **Personal Guarantee of Financial Responsibility**

I, \_\_\_\_\_, (print name) hereby absolutely, unconditionally and irrevocably guarantee to Maricopa County the prompt payment of any and all fees and charges in connection with this application, without the necessity of Maricopa County first seeking payment from the named applicant.

This includes that if at any time, a written cancellation is submitted for this project application, I personally guarantee prompt payment of the balance of any and all fees and charges incurred.

Initials:

\_\_\_\_\_





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**Development Disclaimer Notice**

By initialing / signing this application and disclaimer, I state that I am either the owner of record of the parcel and/or authorized by the owner(s) to represent them regarding the subject parcel. I understand that the issuance of a Building Permit for this property (APN \_\_\_\_\_) by Maricopa County **DOES NOT GUARANTEE THE AVAILABILITY OF POTABLE WATER AT THIS SITE.**

I also am aware and understand that issuance of the Building Permit does not obligate Maricopa County to issue a permit for electrical service for a shared well to serve this site, should this site be included within a private shared well agreement.

Initials:

**PERSONAL ASSURANCE OF SUBMITTAL ACCURACY**

I, \_\_\_\_\_, hereby unconditionally and without reservation guarantee and warranty to Maricopa County that the documents submitted to Maricopa County Planning and Development, including but not limited to the application materials and/or any and all site plan(s) and building plans, provide a true and accurate depiction of the requested construction and accurately reflect the existing conditions of the subject parcel.

I also certify, to the best of my knowledge, that each of the buildings, structures, and conditions reflected on the submitted plan is in compliance with the Maricopa County Zoning Ordinance, which may be found at [http://www.maricopa.gov/planning/Resources/Ordinances/pdf/reform\\_ordinance/mczo1.pdf](http://www.maricopa.gov/planning/Resources/Ordinances/pdf/reform_ordinance/mczo1.pdf)

I am aware that Maricopa County Planning and Development will rely upon the accuracy of the materials provided to perform a Zoning Clearance review, as required in the Maricopa County Zoning Ordinance, Section 1504.5. I have also seen and verified that the submitted site plan materials include and accurately provide all listed items on the Department's Site Plan Checklist.

I am aware and understand that the issuance of a Building Permit does not represent that Maricopa County has verified or authenticated the veracity of any materials submitted in support of the application for permit. I understand that Maricopa County will issue a Building Permit based upon the subject materials and that any falsification of documentation submitted as part of this permit application may void the Building Permit upon which it is based.

In addition, issuance of a Zoning Clearance in conjunction with this application by the Department does not approve or imply the approval of other structures, permitted or unpermitted, which may be on the same property, but which are not the subject of this permit request.

Initials:





# Planning & Development Department

## BUILDING ACTIVITY APPLICATION



<b>PARCEL #</b>		<b>CROSS STREETS:</b>																			
Is the property on Septic? <b>Yes or No</b> (circle one) Are there any Code violations on this property? <b>Yes or No</b> Is there any other construction occurring on the property right now? <b>Yes or No</b> Is your driveway tying into a Maricopa County right-of-way? <b>Yes or No</b>																					
<b>CONSTRUCTION SITE ADDRESS:</b>								<b>City &amp; Zip:</b>		<b>AZ</b>											
<b>OTHER INFO:</b>		<b>SUBDIVISION</b> <b>MOBILE HOME PARK (with Space or Lot #)</b>																			
<b>DIRECTIONS TO JOB SITE:</b>																					
<b>DETAILED WORK DESCRIPTION:</b>																					
<b>EST. VALUATION OF PROJECT \$</b> <span style="border: 1px solid black; display: inline-block; width: 150px; height: 20px;"></span>																					
<b>PROPERTY OWNER – Last Name:</b> <span style="border: 1px solid black; display: inline-block; width: 250px; height: 20px;"></span>						<b>First Name:</b> <span style="border: 1px solid black; display: inline-block; width: 150px; height: 20px;"></span>															
<b>Mailing Address:</b>																					
<b>Phone #:</b>				<b>Alt #:</b>				<b>Email:</b>													
<b>CIRCLE THE TYPE OF PERMIT(S)</b>																					
<b>RESIDENTIAL:</b>		<b>New</b>		<b>New w/Basemt</b>		<b>SP #</b>		<b>Addition</b>		<b>Accessory</b>		<b>Alteration</b>									
<b>POOL / SPA:</b>		<b>Production</b>		<b>SP #</b>		<b>Custom</b>		<b>POOL BARRIER:</b>		<b>New</b>		<b>Existing</b>									
<b>MINOR:</b>		<b>Electrical</b>		<b>Plumbing</b>		<b>Mechanical</b>		<b>Non-Tech</b>		<b>Demo</b>											
<b>COMMERCIAL:</b>				<b>New</b>		<b>Addition</b>		<b>Accessory</b>		<b>Sign</b>		<b>Wall or Monument</b>		<b>Tenant Imprvmt</b>							
<b>Name of Co.:</b>																					
<b>GRADING:</b>		<b>Paving</b>		<b>Subdiv. Infrastr.</b>		<b>Infrastr</b>		<b>FENCE:</b>		<b>CMU</b>		<b>Iron</b>		<b>Chain</b>		<b>Pipe</b>		<b>HT</b>		<b>LF</b>	
<b>FACTORY BUILT:</b>		<b>Mobile</b>		<b>Multi-Sect</b>		<b>Manuf</b>		<b>Yr.</b>		<b>FBB type:</b>				<b>FBB #:</b>							
<b>COMPLIANCE:</b>		<b>Drainage</b>		<b>Building</b>		<b>Group</b>		<b>Fire</b>		<b>Code</b>											
<b>UTILITIES TO PROPERTY</b>				<b>Electric Co:</b>				<b>Gas / Propane:</b>													
<b>Water Co:</b>				<b>Sewer / Septic:</b>				<b>Fire District:</b>													
I acknowledge that I am the property owner or I have the authority to represent the property owner on this application as an authorized agent for the property. Further, I guarantee access to Maricopa County personnel for the purpose of building inspections, zoning enforcement and the provision of emergency services. I agree to abide by all of the development laws of Maricopa County. The information and plans provided are correct to the best of my knowledge including recorded lot dimensions and structure locations. I understand filing of an application containing false or incorrect information, with the intent to avoid the licensing requirement of ARS Title 32, is falsification pursuant ARS section 13-2701 and is a class 2 misdemeanor.																					
Owner / Builder will do the work themselves, with their own employees, for owner's use and not for sale or rental within one year of completion.										<b>YES</b>		<b>NO</b>									
Owner / Applicant is claiming another exemption under ARS, Section 32-1121.A. A signed statement from the Registrar of Contractors verifying exemption must be attached.										<b>YES</b>		<b>NO</b>									
<b>PRINT NAME:</b>						<b>(Check One)</b>		<b>OWNER</b>		<b>CONTRACTOR</b>		<b>AGENT</b>									
<b>SIGNATURE:</b>										<b>DATE:</b>											





Planning & Development  
Department  
CONTACT SUPPLEMENTAL



EMAIL ADDRESS IS REQUIRED FOR ALL APPLICATIONS

CONTRACTOR INFORMATION / LICENSED CONTRACTOR VERIFICATION

Provide your information below and if licensed, verify that you are a licensed contractor under ARS Title 32, Chapter 10, Article 2.

LICENSE NUMBER AND CLASS:	NUMBER	CLASS	TRUST ACCOUNT NUMBER:	
TYPE OF LICENSE: Check one:	Architect <input type="checkbox"/>	Contractor <input type="checkbox"/>	Developer <input type="checkbox"/>	Engineer <input type="checkbox"/>
COMPANY NAME:				
STREET ADDRESS:				
CITY/STATE/ZIP:				
MAILING ADDRESS: (If different from above)				
CITY/STATE/ZIP:				
CONTACT 1:		CONTACT 2:		
TITLE:		TITLE:		
PHONE NUMBER: (    )		PHONE NUMBER: (    )		
ALTERNATE NUMBER: (    )		ALTERNATE NUMBER: (    )		
BUSINESS FAX: (    )		BUSINESS FAX: (    )		
E-MAIL:		E-MAIL:		

OWNER / AGENT / CONTACT INFORMATION

OWNER NAME:	BUSINESS NAME:
ADDRESS:	ADDRESS:
	CONTACT 1:
	PHONE NUMBER: (    )
PHONE NUMBER: (    )	CONTACT 2:
ALTERNATE: (    )	PHONE NUMBER: (    )
FAX NUMBER: (    )	FAX NUMBER: (    )
E-MAIL:	E-MAIL: